



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Entertainment/Exhibit License Instructions

Overview: The Entertainment/Exhibit License is required for businesses and/or establishments holding a live event or exhibit in the City of Syracuse. The Entertainment/Exhibit License ensures the event operates in accordance with the law and does not endanger citizens' health, safety, and welfare. It also ensures police and fire personnel have been notified of the event. For more information, [click here to read the Ordinance](#).

Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Entertainment/Exhibit License Application, pages 2 and 3

License Requirements:

- The property or business owner of the space where the event is being held must apply.
- The Entertainment/Exhibit License must be issued per event. Each event must have its own application.
- The application must be submitted at least 14 days before the event.
- A City review must be conducted by Fire, Police, and Zoning before the license is issued.
- Premises must comply with all laws, ordinances, and regulations to protect public health and safety. The applicant must keep good order and sufficient police force, at their expense, at the premise during the event.
- All outdoor entertainment must cease at 10 pm.
- Certificate must be posted conspicuously in window or door during the event

Application Checklist:

- Completed Entertainment/Exhibit License Application (pages 2 to 3). The application must be signed in the presence of a notary public.
- Non-Refundable \$55 Application Fee. Check or Money Order payable to Commissioner of Finance.
- Copy of Applicant's Photo Identification: Driver's License, Passport, or equivalent.
- Site plan of event space.

Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application, fee, and document must be submitted to:

City of Syracuse, Central Permit Office

One Park Place

300 South State St.

Syracuse, NY 13202

315-448-8474 | Licensing@syr.gov



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Event Information:

Date: _____ Time of Performance: _____ Part of Building: _____

Location of Event: _____

Applicant: _____

Applicant Address: _____

Phone: _____

Event Promoter(s): _____

Promoter Address: _____

Promoter Phone: _____

Address while performing in Syracuse: _____

Name of Show or Event: _____

Type of Show or Event: _____

Estimated Attendance: _____ Sell out (circle one)? Yes / No Non-profit (circle one)? Yes / No

Number of Security Personnel: _____ uniformed: _____ non-uniformed: _____

Name of Security Organization: _____

Will alcohol be served at this event (circle one)? Yes / No

- If yes, provide the Alcohol Beverage Control Board License Number: _____

Is there a fire alarm system (circle one)? Yes / No

- If yes, will it be operating in normal condition during the event? Yes / No
- If no, please elaborate: _____

Number of Fire Department Personnel covering event: _____

The number of police officers and fire personnel will be determined by the Chief of Police and Chief of Fire



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The Entertainment/Exhibit License may be revoked at the discretion of the Chief of Police or Chief of Fire due to emergency conditions which may arise before or during the event for which it is granted, or for any of the following violations:

1. All aisles and the area in front of the stage shall be clear of patrons while the event/concert is in progress.
2. At no time will festival seating be allowed.
3. All exits, inside and outside, shall be clear of vehicles, equipment, & trash.
4. All fire codes will be enforced.
5. Primarily for the safety of all, no performer(s) shall ask, coax, or tease patrons to come to the performing area unless previously cleared by the security and fire personnel.

The undersigned _____, does hereby apply to the License Commissioner of the City of Syracuse, State of New York, for an Entertainment/Exhibit License pursuant to the Revised General Ordinances of the City of Syracuse.

Indemnification Statement

Upon issuance of the Entertainment/Exhibit License, the applicant agrees to indemnify, defend, and hold harmless the City of Syracuse, its officers, agents, and employees from and against all damages, claims costs, or expense arising from the issuance of this Entertainment/Exhibit License, provided that such damage, claim cost or expense is attributable to bodily injury, sickness, disease, or death or damage to property. This indemnity shall survive the expiration and/or termination of this license.

Section below to be completed in the presence of Notary Public:

Applicant Signature _____	Date: _____
Duly sworn to before me on this ____ Day of _____, 20____,	
by _____.	
Applicant Name	
SEAL/STAMP	
_____ Notary Public Print Name	
_____ Notary Public Signature	